



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-715</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>EMT Instructor Teaching Credits</b>		
Regulatory Authority: <b>12VAC5-31-1650</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>January 1, 2005</b>	

- A. **Team Instruction** - The Office encourages the concept of "team-instruction." Therefore, an EMT-Instructor may team-up with other Instructors in the presentation of any approved course.
- B. **Instructor Participation Records** - When more than one EMT-Instructor is participating in a course, the Course Coordinator must maintain a record documenting the hours of participation of each Instructor.
1. Participation is defined as the amount of time, on an hour for hour basis, that each Instructor provides either lecture or practical instruction.
  2. This information will be forwarded to the Office within fifteen (15) days of instruction on a continuing education scancard using "Level F" and "Category 6" and indicating the number of hours taught in "Column A" or in a format approved by the Office.